

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: Prospective Third-Party Software Certification Vendors

FROM: Tim Jorczak, Director of Policy and Intergovernmental Affairs

SUBJECT: Phase II Third-Party Testing Authority Approval

DATE: March 6, 2009

The Department of Local Government Finance ("Department") is accepting applications from parties interested in obtaining approval to conduct software integration testing at the county level as part of "Phase II" of the software certification process.

Phase II certification refers to a requirement in 50 IAC 23 that each county have their complete software system tested for functionality and compatibility by an independent, third-party testing authority. This testing and certification must be completed by December 31, 2009.

Specifically, the complete software system currently in use by county officials – assessor, auditor and treasurer – must meet certain performance benchmarks related to the administration of the property tax assessment and billing process.

According to the rule, "a county shall engage an independent, private, or public entity approved by the department to test and validate that the installed property tax management system complies with the standards and requirements of this article."

At a minimum, the Department will require every prospective individual or organization conducting the testing to have the following:

1. At least one (1) individual on staff who has achieved at least the Level II Indiana Assessor-Appraiser certification from the Department.
2. A minimum of five (5) years experience with information technology, specifically software development, programming, database management, or similar specialty.
3. Thorough knowledge of Indiana property taxation law, administrative code, and non-code provisions.

To initiate the approval process, the Department requests interested parties who meet the above requirements to fill out the attached form and to supply the requested additional documentation. The Department will review applications and issue decisions within ten (10) business days.

Once approval is received, the Department will schedule training for the approved party on how to execute the certification tests. This training will be conducted by the Department's technical advisor, Crowe Horwath, and the training will be uniform for all approved parties. Upon completion of the training, approved parties will be ready to certify county installations as soon as their contracting county indicates they are ready to proceed with the testing.

If you have any questions about this memorandum, please contact Jeff Volz, Director of Operations at 317-232-3759 or jvolz@dlgf.in.gov, or contact Tim Jorczak, Director of Policy and Intergovernmental Affairs at 317-234-5675 or tjorczak@dlgf.in.gov.